



GUEST SUITE RESERVATION FORM

The Guest Suite (Unit 114) is available for residents to reserve for guests who are visiting them at Midtown Alexandria Station Condominium (MASC). Occupants of the Guest Suite are guests of the sponsoring homeowner or tenant. All guests must comply with all MASC rules and regulations, and the hosting resident is responsible for all guest behavior and any resultant damages.

In order to begin the process to reserve any of the amenities for private use, the resident must provide the Association with an executed Reservation Application and Use Agreement and the applicable security deposit and fees, provided no sooner than 30 days prior, and no later than 72 hours before the scheduled reservation. The use fee check will be deposited immediately by the Association to hold the room, and the security deposit check will be held and returned after a satisfactory inspection of the facility. Any dishonored check will be the responsibility of the sponsoring resident.

CHECK-IN TIME is 3:00pm

CHECK-OUT TIME is 11:00am

For complete refund of a cancellation, 72 hours' notice by e-mail to cbhatti@legumnorman.com is required. Cancellations are not processed at the concierge desk. Reservations cancelled within 72 hours prior to check-in time, including those made within three days of arrival, will be charged 25 percent of the rental fee.

The following items are provided in the suite for guest use: bath towels and linens, liquid hand soap, dish soap, body lotion, dishwashing detergent and starter supplies of paper towels and toilet paper.

Pets and smoking are both prohibited in the Guest Suite. If extra cleaning is needed after a guest departs, or if keys are lost or missing, the sponsoring homeowner/ tenant will be responsible for those costs. Equipment and furnishings may not be removed from the Guest Suite. If the Guest Suite is unavailable due to mechanical issues, overbooking, or otherwise, MASC's responsibility and liability is limited to returning unused use fees and providing information on area hotels. Contact the Concierge Desk at 703.329.4080 regarding any questions.

Guest Name: _____ **Guest Cell Phone:** _____

Date of Arrival: _____ **Date of Departure:** _____ **Number of Nights:** _____

Hosting Midtown Resident: _____ **Unit Number:** _____

Hosting Resident's Home Phone: _____ **Cell Phone:** _____

I agree to follow Midtown Alexandria's Rules and take responsibility for any damages.

Host signature: _____ **Date:** _____

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For Staff Use Only

Completed Form Received By: _____ **Date:** _____

Reservation Fee Received By: _____ **Amount:** _____ **Check #** _____

Refundable Deposit Received By: _____ **Amount:** _____ **Check #** _____

Approved By: _____ **Date:** _____

Pre-Inspection / Inventory Completed By: _____ **Date:** _____